

Submit Automation

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Background

The AQS Submit Automation software has a two-fold purpose. First, it brings AQS into compliance with the requirement to use the Exchange Network. Second, it provides a more automated file submittal process, something our user community has long requested.

Fundamentally, Submit Automation changes the way you submit your ambient air data files to AQS.

Overview: Flow of data to AQS

This chart shows the data flow to AQS, and we will discuss the process.

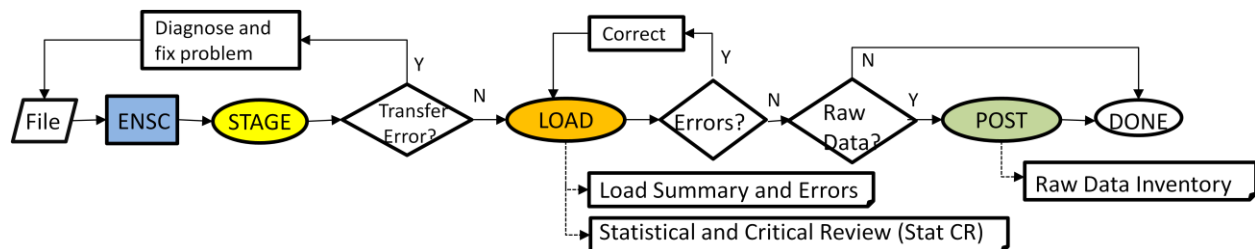


Figure 1: Flow of data to AQS

Step 1: File

Create your file of ambient air data. Each file must be zipped¹ and submitted separately. Valid options are either text files using the familiar delimited “Data Input Formats” or XML files using the AQS Schema.

Step 2: ENSC

Transfer the zipped file to AQS using the Exchange Network Services Center (ENSC). You now have two process control options:

Option 1 – Manually control the process in AQS as before: logon to AQS, choose your Screening Group, and proceed to the Batch screen.

Option 2 – Automatically process a file and use the ENSC exclusively. (Indeed, you can now bypass AQS entirely and do all your data processing via the ENSC.)

Step 3: STAGE

This step processes your file into AQS.

¹ You can use any free or commercially available zip software utility.

Step 4: LOAD

For anything other than Raw Data (i.e. sample measurements), the LOAD step is all that is needed. If you did not have errors in your file, you are done.

For Raw Data, the LOAD step now performs STAT/CR as well.

Step 5: POST

For Raw Data, the POST step moves your data to PRODUCTION (or public) status.

Details of the Process Control Options (Manual vs. Automated) for Step 2:

Option 1: Manual - You manually control the process in AQS.

- Logon to AQS in your Screening Group and go to the Batch screen.
- On the Batch screen, choose the “Go to ENSC” button. (Button with blue box in Figure 3.)
- On the ENSC, select the AQS Submit Service². You will always see this form:

Express Request: AQS Submit ?

Select a Document to Upload (max. size 1 GB): *

Enter Sender's Email Address to Notify of Transaction Status Changes:

AQS User ID: *

Additional Data Flow Specific Information:

Screening Group: *

File Type: *

Final Processing Step:

Stop On Error:

► [Provide information \(metadata\) about this Document \(recommended\)](#)

* **required**

Cancel SEND DATA

Figure 2: ENSC File upload screen

Required fields are noted. Final processing step default is “Post” and Stop On Error default³ is “Yes.”

To manually control the complete process, select “Stage.” “Send Data” and return to AQS.

If Process Status is “STAGE-ERROR” then the file has formatting problems.⁴ Fix file and resubmit.

If Process Status for your file is “STAGE-COMPLETED”, you are done with Step 3: STAGE. Go to d).

To automate part of the process (and make the reports easier to follow), select either “Load” or “Post.” “Send Data” and return to AQS.

“LOAD” → Go to e).

“POST” → Go to g).

- Choose the “Load File” button. (Button with orange box in Figure 3.)

² You will have a one-time setup to make sure that your account will flow to AQS. See Appendix C.

³ Stop on Error applies only to the POST step; if no Raw Data in file, then this setting is ignored.

⁴ I.e., you uploaded a binary file from a word processor.

- e) In AQS, your processing will be done by file (*differs from the old method of processing by screening group.*)
 If your file had non Raw Data only, when “Process Status” for your file is “CRST-COMPLETED”, you are done with Step 4: LOAD. Check “Recs Failing to Load” column in batch screen.
 If no errors, you are done with the entire process.
 If errors, use Correct or fix file outside of AQS and resubmit.
 If your file had Raw Data, continue with e).
- f) Choose the “Post File” button. (Button with green box in Figure 3.)
- g) In AQS, your processing will be done by file.
 When “Process Status” for your file is “POST-COMPLETED”, you are done with Step 5: POST.
 If no errors, you are done with the entire process.
 If errors, use Correct or fix file outside of AQS and resubmit.

The screenshot shows the 'BATCH (Robert Coats Test)' window. It has two tabs: 'Process by File' and 'History'. The 'History' tab is active, displaying a table titled 'HISTORY AND STATUS'. The table has columns for Submission Date, File Name, User Name, Records In File, Date (last), Process Status, and then columns for LOAD (Recs Loaded, Recs Failing to Load, Stat/CR Finding Count) and POST (Records to Post, Skip'd Monitors, Records Posted). The first row shows a file 'Del_Raw_XML.zip' with status 'CRST-COMPLETED'. The third row shows 'Ins_Raw.zip' with status 'POST-COMPLETED'. Below the table is a 'PROCESS CONTROL' section with buttons for 'Load File' (orange box), 'Post File' (green box), and 'Goto ENSC' (blue box). There are also buttons for 'Load Summary and Errors', 'Stat CR Report', 'Raw Data Inventory', 'Show User Log', and 'Refresh Sessions'.

HISTORY AND STATUS						LOAD			POST		
Submission Date	File Name	User Name	Records In File	Date (last)	Process Status	Recs Loaded	Recs Failing to Load	Stat/CR Finding Count	Records to Post	Skip'd Monitors	Records Posted
20120502 10:44	Del_Raw_XML.zip	ROBERT COATS	939	20120502 10:45	CRST-COMPLETED	939	0	191	939	0	
20120502 10:42	Ins_PA.zip	ROBERT COATS	64	20120502 10:42	STAGE-COMplete						
20120502 10:30	Ins_Raw.zip	ROBERT COATS	951	20120502 10:33	POST-COMPLETED	939	12	12	939	0	939
20120502 10:07	ONLINE_RCG_779491	ROBERT COATS	6	20120502 10:07	STAGE-COMplete						
20120222 12:42	do_nothing.zip	ROBERT COATS	0	20120222 12:42	STAGE-ERROR						

PROCESS CONTROL

Process selected file through: **Load File** **Post File** **Goto ENSC**

Results and Reports: **Load Summary and Errors** **Stat CR Report** **Raw Data Inventory** **Show User Log** **Refresh Sessions**

Figure 3: AQS Batch upload form

Tracking the progress of a file⁵

Via Batch screen:

You can track the progress of a file through the Batch screen on the “Process Status” column. For whatever file is “in focus” you will have the appropriate reports available; buttons for unavailable functions will be grayed out.

Via email notifications:

Emails will be sent to the email address specified on your Security Profile in AQS and to the optional email that you provided on the ENSC form. Imbedded in the email will be a link to the

⁵ We have had several users who have reported that it is taking an unreasonable amount of time to process a file. This has been particularly frustrating as it has even affected small files that users would expect to complete very quickly. Processing a file in AQS has not slowed; the delay is happening at the ENSC.

If your file is delayed, the delay time is an hour (or multiples of an hour) from when you submit your file through the ENSC. The delay is caused because a security token set for your ENSC session has expired, and is reset at one hour intervals. Until your security token is “valid” your file will not be transferred to AQS. We have asked the ENSC to address this as soon as possible. In the meantime, we urge you to refer to your incoming emails to see the status of your file. Wait to get the email confirming that your file has transferred to AQS.

report(s) available for review, which could include the Load Summary and Errors report, the Stat/CR report, and the Raw Data Inventory report. (See Appendix B for email headers and example email contents.)

Note: Process Status of “COMPLETED” does not mean that your file did not have errors. To see if there were errors, check the “Recs Failing to Load” column or the Load Summary and Error Report.

Option 2: Automated - You automatically process a file into AQS.

- a) Bypass AQS and go directly to the ENSC. Select the AQS Submit Service⁶. You will always see this form:

Express Request: AQS Submit

Select a Document to Upload (max. size 1 GB): *

Enter Sender's Email Address to Notify of Transaction Status Changes:

AQS User ID: *

Additional Data Flow Specific Information:

Screening Group: *

File Type: * Flat/XML

Final Processing Step: Stage/Load/Post

Stop On Error: Yes/No

► [Provide information \(metadata\) about this Document \(recommended\)](#)

* **required**

[Cancel](#) **SEND DATA**

Figure 4: ENSC File upload screen

Required fields are noted. Final processing step default is “Post” and Stop On Error default⁷ is “Yes.”

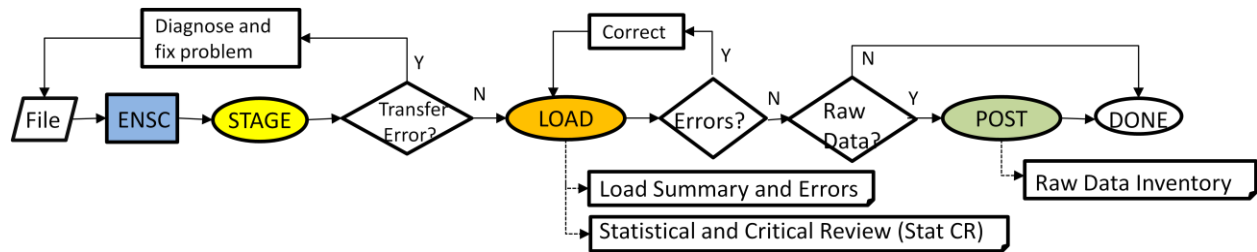
- b) For non-Reported Data, you can choose “Load” and if you do not have any errors during the AQS processing, you are DONE.
- c) For Reported Data, you can choose “Post” and if you do not have any errors during the AQS processing, you are DONE.
- d) Track the progress of your file through email notifications⁸. Emails will be sent to the email address specified on your Security Profile in AQS and to the optional email that you provided on the ENSC form. Imbedded in the email will be a link to the report(s) available for review, which could include the Load Summary and Errors report, the Stat/CR report, and the Raw Data Inventory report.
- e) Errors can be corrected in AQS via the “Correct” menu option.

⁶ You will have a one-time setup to make sure that your account will flow to AQS. See Appendix C. The ENSC will accept either flat or XML files. If you send a flat file the ENSC will add the appropriate XML headers for proper transfer.

⁷ Stop on Error applies only to the POST step; if no Raw Data in file, then this setting is ignored.

⁸ See Appendix E for email headers and example email contents.

Appendix A: AQS Flow and a Matrix of File Processing Options



At ENSC, you specify "Final Processing Step" of	At ENSC, you specify "Stop on Error" of	Did your file have Errors? ¹	You will see this "Process Status" on the AQS Batch form	What does it mean?
File contains Raw Data (RD transactions)				
STAGE	No/Yes ²	No	STAGE-COMPLETED	File is ready for LOAD or POST
		Yes	STAGE-ERROR	File had errors. Fix errors in file on your end and resubmit.
LOAD	No/Yes ²	No	CRST-COMPLETED	File through LOAD and STAT/CR -- ready for POST.
		Yes	CRST-COMPLETED	File through LOAD and STAT/CR. Check Recs Failing to Load count. Records w/errors are in Correct; all others ready for POST.
POST	No	No	POST-COMPLETED	Done. Check Records Posted.
		Yes	POST-COMPLETED	File processing stops. Records w/errors in Correct. Other records POSTed.
	Yes	No	POST-COMPLETED	Done. Check Records Posted.
		Yes	RAW CRST-COMPLETED	File processing stops. Review reports to see reason.
File only contains non-Reported data (RP, RA, M*, or A* transactions but no RD)				
STAGE	No/Yes ²	No	STAGE-COMPLETED	File is ready for LOAD.
		Yes	STAGE-ERROR	File had errors in transfer. Fix errors in file on your end and resubmit.
LOAD	No/Yes ²	No	LOAD-COMPLETED	Done.
		Yes	LOAD-ERROR	Records w/errors in Correct (review reports to see reason). Other records are done.
POST ³	No/Yes	No		POST process only runs against Reported Data.
		Yes		

Gray areas are not applicable.

¹ Check "Records Failing to Load" column.

² Stop on Error only applies to the POST step; if you aren't going through POST, then this setting is ignored.

³ POST only applies to Raw Data.

STAGE = transfer the file to AQS; if the file has problems (incorrect header, etc) this step results in STAGE-ERROR

LOAD = process the file into AQS, for Raw Data, this includes both LOAD and STAT/CR

POST = move any Reported Data to Production status in order to make it publicly accessible; only applies to RD

Appendix B: ENSC Account

For registered users of AQS who have the authority to upload data, the AQS Team already established your ENSC User ID. The ENSC User ID is the email address that was on file in AQS, and the password is what you had for your CDX account.

If you submit through an EN Node, make sure that your EN User ID = Node Administrator User ID.

Check your AQS Security Profile.

The screenshot shows a web application window titled "Administration - Application Security (Read Only)". It has a tabbed interface with "User Profile" selected. The profile information for a user named Angie Shatas is displayed. The "EN User ID" field, which contains "SHATAS.ANGIE@EI", is circled in red. The "E Mail" field, which contains "shatas.angie@epa.gov", is also circled in red. Below the profile information is a section titled "Change Your Oracle Passwords" with fields for "AQS" and "CDX" passwords and buttons for "OK" and "Synchronize CDX".

Administration - Application Security (Read Only)					
User Profile		Maintain Security	Security Reference Tables	Maintain Roles	User History
First Name	ANGIE	Initial	A	Last	SHATAS
Phone	919.541.5454	Street Address 1	109 TW Alexander Drive	Street Address 2	
Zip Code	27711	City	Research Triangle Park	State Code	37
County Code	063	User Type	H	Agency Code	1108
AQS User ID	HXI	Status Ind	P	AQS Contact	Y
EN User ID	SHATAS.ANGIE@EI	E Mail	shatas.angie@epa.gov	EPA Region Code	02
Fax	919.541-7674	Tribal User			

Change Your Oracle Passwords

AQS New Password: Confirm password:

CDX Current CDX Password:

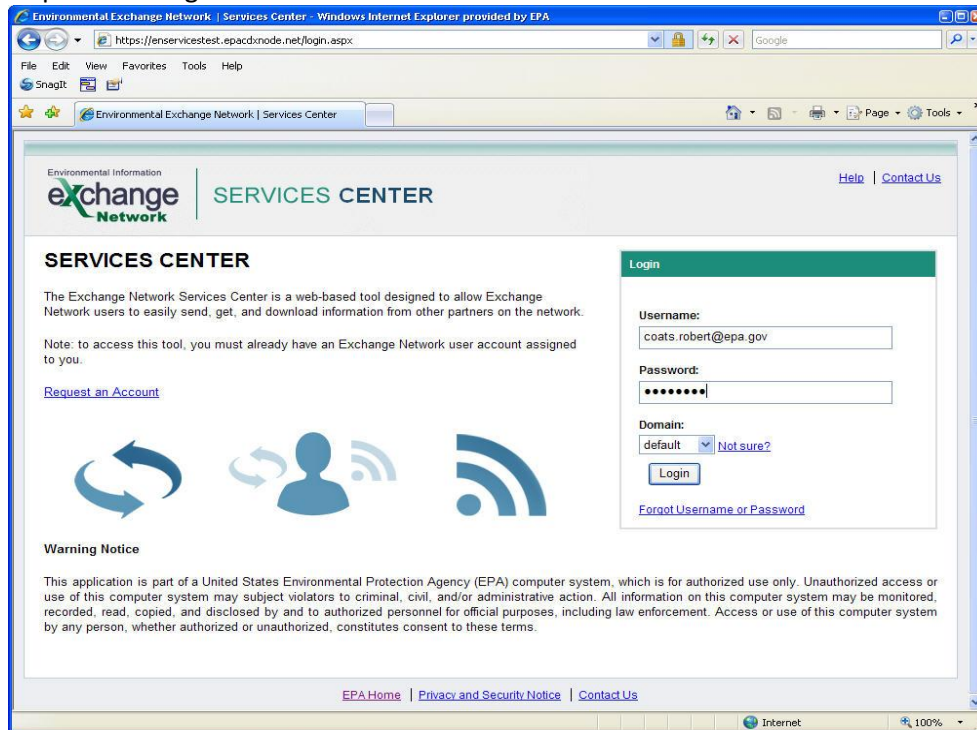
Appendix C: ENSC One-Time Setup

URL: <https://enservices.epa.gov/login.aspx>

Username = your email address (from AQS Profile)

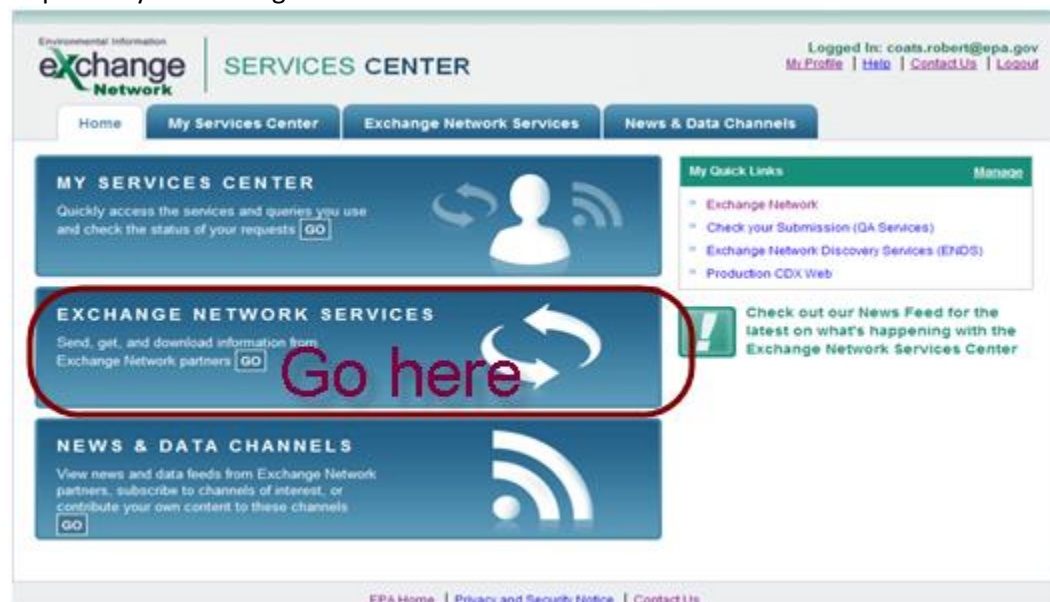
Password: Same as CDX Web password

Step 1: ENSC login form:



The screenshot shows the ENSC login page in a Windows Internet Explorer browser window. The address bar displays <https://enservicetest.epacdnnode.net/login.aspx>. The page header includes the "Environmental Information" logo and "SERVICES CENTER" with links for "Help" and "Contact Us". The main content area is titled "SERVICES CENTER" and contains a description of the tool, a note about account requirements, and a "Request an Account" link. Below this is a "Warning Notice" section. On the right, the "Login" form is visible, featuring fields for "Username:" (containing "coats.robert@epa.gov"), "Password:" (masked with dots), and "Domain:" (a dropdown menu set to "default" with a "Not sure?" link). A "Login" button and a "Forgot Username or Password" link are also present.

Step 2: On your first login:



The screenshot shows the ENSC dashboard after a successful login. The user is logged in as "coats.robert@epa.gov", with links for "My Profile", "Help", "Contact Us", and "Logout" in the top right. The dashboard features a navigation bar with "Home", "My Services Center", "Exchange Network Services", and "News & Data Channels". The "MY SERVICES CENTER" section includes a "GO" button. The "EXCHANGE NETWORK SERVICES" section, which is circled in red, contains a "GO" button and the text "Go here" in large red font. The "NEWS & DATA CHANNELS" section also has a "GO" button. On the right, the "My Quick Links" section lists "Exchange Network", "Check your Submission (QA Services)", "Exchange Network Discovery Services (ENDS)", and "Production CDX Web". A "Manage" link is also present.

Step 3: From the Express Register box, type in AQS and click on the Search button.

Environmental Information | **exchange Network** | **SERVICES CENTER** | Logged In: coats.robert@epa.gov | My Profile | Help | Contact Us | Logout

Home | My Services Center | Exchange Network Services | News & Data Channels | My Quick Links ▼

Use either the Step-by-Step OR Express approach to send, get, or download information from the Exchange Network.

CHOOSE

Guide Me Step-by-Step (recommended for novice users) OR **Express Request** (recommended for advanced users)

Step 1: Choose the Type of Transaction to Perform

- ☒ Send information to a system on the Exchange Network
- ☐ Get information that is stored on the Exchange Network
- ☐ Download a document from the Exchange Network. You must know the [Transaction ID](#) or [Document ID](#) to perform a download

[Continue](#)

Search for a Service by Keyword

AQS [Search](#)

Type in "AQS" and Search

Step 4: Then choose “Send Info” here:

Home | My Services Center | Exchange Network Services | News & Data Channels | My Quick Links ▼

[Add this page to My Quick Links](#)

Services Directory

This directory runs from Exchange Network Discovery Service (ENDS) metadata. It requires the commitment of our Network to keep it up to date and useful. For the BETA version, the Services Directory contains only services that support Submit, Query, Solicit, and Download operations. Select the name of the Service you wish to use.

Filter By: [Keyword\(s\)](#) | AQS | [Filter](#) | [Clear](#)

1 - 4 of 4 | [Previous](#) | 1 | [Next](#)

Service Transaction	Dataflow	Service Name	Service Description	Node	Service Provider
Get Info	AQDE	AQDERawData	Queries or Solicits the Raw Data for the AQDE Flow. The return is an XML file that conforms to the AQS Version 2.0 Schema.	NewJerseyNodeV1_Prod	NJDEP
Send Info	AQS	AQS Submit	Air Quality System Document Submissions	NGNProd2.0	U.S. Environmental Protection Agency
Get Info	AQS	DNR.AQSSubmitRawData	DNR.AQSSubmitRawData	WDNRnode2	Wisconsin DNR
Get Info	FRS	DNR.AQSSubmitRawData	DNR.AQSSubmitRawData	WDNRnode2UAT	Wisconsin DNR

Step 5: We suggest you go to the “My Services Tab” and check “Make this my Start page.” This will then be your starting point each time:

Environmental Information | **exchange Network** | **SERVICES CENTER** | Logged In: coats.robert@epa.gov | My Profile | Help | Contact Us | Logout

Home | My Services Center | Exchange Network Services | News & Data Channels | My Quick Links ▼

My Services | [My EPA Activity](#) | [My Channels](#) | (Added to My Quick Links)

☒ **Make this my Start page**

My Services | Access services you have used before. [Use a New Service](#)

[All](#) | [Send Info](#) | [Get Info](#) | [Download](#) | [My Queries](#)

Find a Service: | [My Services](#) | [Services Directory](#) | [Find](#)

Service Name	Service Description	Publisher	RSS-enabled	Last Used
NGNTest2.0/AQS/AQS Submit	AQS Submit: Send files to the Air Quality System (AQS).	U.S. Environmental Protection Agency	No	3/21/2012 2:59:25 PM

Appendix D: Submit Form (Example of Completed)

Express Request: AQS Submit ?

Select a Document to Upload (max. size 1 GB):

C:\test.zip

You have selected the following file(s):
test.zip [View](#) | [Remove](#)

Enter Sender's Email Address to Notify of Transaction Status Changes:

AQS User ID:

Additional Data Flow Specific Information:
Screening Group :

File Type :

Final Processing Step :

Stop On Error :

[► Provide information \(metadata\) about this Document \(recommended\)](#)

[Cancel](#)

Appendix E: Examples of Email Notifications

It is optional to get the emails from the ENSC. (Helpful in the case you want someone else, *i.e.*, a colleague or your EN Node Administrator, to see EN results.) You must then, on the ENSC Submit Form, supply an email address to receive EN notifications. These emails will be from “cdx” with subject “[cdx-aqs]. . .”

cdx	[cdx-aqs] Transaction is finished with status COMPLETED
-----	---

Transaction is finished with status: COMPLETED.

Transaction Information:

Environment: prod
Transaction Id: _ae292c41-c7ac-40e6-96d0-44da857ac0c4
Submission Time: 2012-05-23 13:16:46.0
Submitter NAAS User Id: shatas.angie@epa.gov
Submission Status: COMPLETED
Submission Details: Number of data rows successfully staged: 113. Number of rows that failed to stage: None. Number of transactions successfully loaded: 0. Number of transactions with Load error: 113.

Please visit the AQS website or download AQS documents using your node for additional information regarding your submission.

Otherwise, AQS will always send emails to the email address (“E Mail”) specified your AQS Security Profile. These emails will be from “AQS Team” with subject “AQS Processing Results.” The emails would contain the same information as any from the ENSC.

AQSTeam	AQS Processing Results
---------	------------------------

AQS Processing Summary (User Log)

For AQS user: HXI
In screening group: PM25 Speciation
On 2012-05-23 at 15:07

Performing the following steps: STAGE LOAD

Stop on error set to: YES

STAGE step completed for file: MonitorsOut_48141004405_ReadyToLoad.zip

Number of data rows successfully staged: 116
Number of data rows that failed to stage: None

LOAD step completed for file: MonitorsOut_48141004405_ReadyToLoad.zip

Number of rows successfully loaded: 0

Number of raw data rows successfully loaded: 0
Number of rows that failed to load: 116

Load summary and detail report is at this URL:
https://aqs.epa.gov/aqsweb/aqstmp/2012-05-23_15.07.27_3455/811602_LOAD.pdf

No transactions successfully processed by Load step.
No more processing performed.

Processing complete.

Appendix F: Batch Screen Tabs

Two tabs are available:

"Process by File" Tab

This tab shows the processing by file.

HISTORY AND STATUS						LOAD			POST		
Submission Date	File Name	User Name	Records In File	Date (last)	Process Status	Recs Loaded	Recs Failing to Load	Stat/CR Finding Count	Records to Post	Skip'd Monitors	Record Posted
20120605 13:52	MTLPMmar2012.zip		2427	20120605 13:57	POST-COMPLETED	2427	0	3	2427	0	2427
20120604 09:02	CCLYRX24hrcarb2012Q1.zip		116	20120604 09:03	POST-COMPLETED	116	0	0	116	0	116
20120531 11:39	EPALYNNUV0212.zip		696	20120531 11:40	POST-COMPLETED	696	0	0	696	0	696
20120531 11:18	PRECformAQSFLOWsApr2012.zip		25	20120531 11:24	LOAD-COMPLETED	25	0				
20120531 07:14	Exelon_March_AIRS_2012.zip		4484	20120531 07:17	POST-COMPLETED	4484	0	16	4484	0	4484
20120530 09:09	Audit_Q2_2012b.zip		15	20120530 09:09	LOAD-COMPLETED	15	0				
20120530 06:02	ROXTOXdupesQ1_2012.zip		581	20120530 06:04	POST-COMPLETED	581	0	23	581	0	581
20120530 05:03	RoxburyToxics2012Qtr1withh		1826	20120530 05:06	POST-COMPLETED	1245	581	9	1245	0	1245
20120529 13:09	LynnToxics2012Qtr1withMDL		1494	20120529 13:11	POST-COMPLETED	1494	0	71	1494	0	1494
20120529 10:12	PRECCEBamb2012.zip		62	20120529 10:17	LOAD-COMPLETED	62	0				
20120522 12:55	NAN_mdINSERT.zip		6	20120522 13:12	POST-COMPLETED	6	0	2	6	0	6

Column counts under LOAD and POST (*i.e.*, "Recs Loaded") show the cumulative set of processing performed on a file. For example, you submit a file where 10 records load successfully, the "Recs Loaded" column would show 10. Later, you go into Correct and fixed 1 error, the second LOAD record for this file in the "Recs Loaded" column would show 11.

However, all of the reports (*i.e.*, "Load Summary and Errors") show the results of a single processing step. For the example, after first LOAD, the "Load Summary and Errors" report would show 10 records posted; after second LOAD, it would just show 1.

"History" Tab

Use this tab to see the results of all individual processing steps done for a file.

PROCESS HISTORY						
Session Date	Job Type	User Name	File Name	File Status	Successful Transactions	Failed Transactions
20120605 13:57	POST		MTLPMmar2012.zip	COMPLETED	2427	
20120605 13:55	CRST		MTLPMmar2012.zip	COMPLETED	2427	3
20120605 13:52	LOAD		MTLPMmar2012.zip	COMPLETED	2427	
20120605 13:52	STAGE		MTLPMmar2012.zip	COMPLETED	2427	
20120604 09:03	POST		CCLYRX24hrcarb2012Q1.zip	COMPLETED	116	
20120604 09:03	CRST		CCLYRX24hrcarb2012Q1.zip	COMPLETED	116	0
20120604 09:02	LOAD		CCLYRX24hrcarb2012Q1.zip	COMPLETED	116	
20120604 09:02	STAGE		CCLYRX24hrcarb2012Q1.zip	COMPLETED	116	
20120531 11:40	POST		EPALYNNUV0212.zip	COMPLETED	696	
20120531 11:39	CRST		EPALYNNUV0212.zip	COMPLETED	696	0
20120531 11:39	LOAD		EPALYNNUV0212.zip	COMPLETED	696	
20120531 11:39	STAGE		EPALYNNUV0212.zip	COMPLETED	696	
20120531 11:24	LOAD		PRECformAQSFLOWsApr2012.z	COMPLETED	25	
20120531 11:18	LOAD		PRECformAQSFLOWsApr2012.z	ERROR	0	
20120531 11:18	STAGE		PRECformAQSFLOWsApr2012.z	COMPLETED	25	
20120531 07:17	POST		Exelon_March_AIRS_2012.zip	COMPLETED	4484	
20120531 07:15	CRST		Exelon_March_AIRS_2012.zip	COMPLETED	4484	16
20120531 07:14	LOAD		Exelon_March_AIRS_2012.zip	COMPLETED	4484	
20120531 07:14	STAGE		Exelon_March_AIRS_2012.zip	COMPLETED	4484	

For any individual processing operations that you have executed, you can get the reports for *that operation* by using the buttons at the bottom of the form.

Appendix G: Common Questions

ENSC

1. Will I have to register for a new Exchange Network User ID?
 - Yes, but the AQS Team did this for you as part of the migration process.
2. Who will set up the EN user accounts – EPA RO, EPA HQ (AQSTeam) or the EN Helpdesk?
 - The AQS Team will do the initial EN account setup.
3. Does the password synch feature in AQS work?
 - No, there is no password sync between AQS and the ENSC like there was with CDX.
4. What if a state has multiple regions submitting data to a different screening file under a single EN? How will AQS know which screening file to place the data?
 - The EN email is the same for each region.
5. On the ENSC website, can a .zip file contain multiple AQS transaction files? Can you submit multiple files at one time?
 - No, you may only submit one zipped file at a time. Each file must be zipped (*i.e.*, file extension must be .zip) and you can use any version of free or commercially available file compression software. You cannot zip multiple files together for a submission, but you could append multiple text files together to create one large text file.
6. Since we can't load multiple files at one time, we have to fill out the ENSC upload form each time we load a file. Will there be default information filled in on the forms based on a user ID?
 - Not at this time. We have passed this requirement on to the EN staff.
7. Will I get 2 emails notifying me of transaction status? Why is there an optional email address on the ENSC form?
 - Not unless you want 2 emails.
 - AQS will send emails to the email address ("E Mail") specified your AQS Security Profile. These emails will be from "AQS Team" with subject "AQS Processing Results." The emails would contain the same information as any from the ENSC.
 - If you also want emails from the ENSC then, on the ENSC Submit Form, you may supply an email address that would also receive EN notifications. This would be in the case you want someone else, *i.e.*, a colleague or your EN Node Administrator, to see EN results. These emails will be from "cdx" with subject "[cdx-aqs]. . ."

File submittal process

1. Are you saying that I don't have to logon to AQS in order to submit a data file?
 - Yes, that is correct. You can logon to the ENSC, submit the file, select final processing step of "Post" and never need to logon to AQS.
2. What happens if I submit a file and have errors?

- If the errors occurred during STAGE, then there is something wrong with the structure of your file.
- If the errors occurred during LOAD, then you can go into AQS and use "Correct" to fix any errors. You can also correct the errors outside of AQS and resubmit the corrected file.
- If you submit a file with the final processing step = "Post" and Stop on Error = "yes", then all "good" data goes through. Any "bad" data remains unposted and you must logon to AQS and use the Correct tables to correct any errors.

3. When do I get an email?

- With completion status.
- If the job ran cleanly.
- If the job ended with "warning" status or with "error" status.

NOTE: All emails will contain a link to the combined reports.

4. Will the process be the same for P&A data?

- Yes.

AQS

1. Can I still delete by screening group?

- Yes.

2. Will I still be able to delete pre-production data via Maintain? This is useful when a file has loaded with many errors.

- Yes. None of that functionality has changed.

3. Is there a Help button?

- Context sensitive Help is available.

4. Will the Raw Data Inventory Report be automatically mailed to the user?

- Yes, a link to the report will be included in the completion status email.

5. Is "Warning" the same as "Error"?

- Warning is not the same as Error. Warning does not stop data from being posted; Error will stop the data from being posted. You will receive a completion status for Warning and/or Error.

6. With this new process, will the AQS Retrievals be in XML format only?

- No, the output options for AQS Retrieval haven't changed.

7. If I have errors in my submittal, will I need to go into AQS?

- Yes.

General

1. If I have questions, whom do I contact?
 - AQS Level 2 User Support: 866-411-4372 or epacallcenter@epa.gov
 - AQS Team: AQSTeam@epa.gov
 - Exchange Network Call Center: helpdesk@epacdx.net
2. Is funding available for any hardware changes associated with this new process?
 - Yes, contact the Exchange Network.
3. To which email address will user mailings be sent?
 - The AQS Team will use the email on file on your AQS Security profile.
4. How long will Load reports be available in the email link?
 - You will be able to access reports via the embedded link for 15 days.